

# LIBRARIAN I and LIBRARIAN II

*The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team. Employees are expected to take advantage of opportunities to build both public understanding of and support for libraries within the community. The Milwaukee Public Library's highly dynamic work environment requires employees to be adaptable.*

These positions will be filled at the level of Librarian I or Librarian II, depending upon the qualifications of the candidate and the needs of the Milwaukee Public Library.

## **PURPOSE:**

Under immediate supervision, the Librarian I performs basic bibliographic, reference, readers' advisory, and programming work, with an increasing acceptance of responsibility. The Librarian II performs some of these same functions but also assumes higher level responsibilities. Librarians I participate in a full range of librarian activities including reference service, community service, outreach, programming, basic collection development, readers' advisory service and a variety of related tasks. Emphasis is placed upon developing a comprehensive background in all phases of librarianship throughout the library system and will include children's, young adult, and/or adult services. A promotional program exists that provides qualified individuals with an opportunity to continue their development by assuming higher level responsibilities commensurate with their abilities and the needs of the system. The Librarian II, in addition to the above duties, assists in training and supervising Librarians I and other subordinate employees and develops ways to extend the services of the Library to the community through programs, information gathering, and knowledge of community needs.

## **ESSENTIAL DUTIES:**

- Provide reference services: search standard reference materials, including online sources and the Internet, to answer patrons' reference questions. Refer patrons to community resources.
- Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
- Locate library materials for patrons, including books, periodicals, and other types of media.
- Provide readers' advisory services: locate unusual or unique information in response to specific requests.
- Teach library patrons to search for information using databases.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Develop the Library's collection: review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Promote library services through outreach to schools, community organizations and individuals.
- Develop special programs appealing to people of various age groups, cultures, and interests to inform, educate, and entertain them.
- Participate in periodic staff meetings to stay abreast of Library happenings.
- Stay current in the field of library science by attending professional development workshops, independent reading, etc.
- Assist patrons with basic computer applications and usage.
- Maintain security of library facilities, equipment and people.
- As assigned, act as librarian-in-charge of a branch library with overall responsibility of the branch's operations, including staff, performance, customer service, security, etc.

Conditions of Employment: Must work day, evening, and weekend hours as assigned.

## ***Librarian I and II***

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

#### **Librarian I:**

1. Master's Degree in Library and Information Studies or equivalent from a library school accredited at the graduate level by the American Library Association (ALA). Proof must be shown at time of appointment.

**NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or sent to Box LIB, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202.**

**Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**

*NOTE: Applicants having current academic status as graduate students in such schools will be allowed to participate in this examination if they possess at least 24 credits in the MLIS program. Regardless of their position on the eligible list, candidates will not be certified and referred for interviews until after they have graduated.*

#### **Librarian II:**

1. Master's Degree in Library and Information Studies or equivalent from a library school accredited at the graduate level by the American Library Association (ALA). Proof must be shown at time of appointment.

- **NOTE: College transcripts are required and must be received within three business days after the application period closes.** College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov) or sent to Box LIB, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. *Student copies are acceptable.* Only applications with transcripts will be considered; applications without transcripts will be rejected.

2. Two years of successful post MLS librarian experience commensurate with experience with Milwaukee Public Library.

- **NOTE:** Equivalent combinations of education and experience may be considered

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of library science, including a thorough understanding of the reference interview, public relations and marketing techniques, library programming, collection development, library media learning principles, and instructional methods.
- Thorough knowledge of modern library organization, procedures, policies, mission, goals and services.
- Excellent customer service skills and a strong desire to serve the public.
- High degree of interpersonal skills; ability to work effectively and respectfully with diverse library users of various age groups, cultural backgrounds, and educational and literacy levels and to interpret and satisfy their reading and informational needs.
- Exceptional ability to communicate clearly and effectively, in person or by phone as well as in writing.
- Ability to function effectively independently.
- Ability to oversee the work of others.
- Organizational skills and the ability to manage multiple priorities.
- Ability to use an online library catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, and reference tools.
- Skill in using a networked personal computer and the Microsoft Office software suite.
- Ability to learn new information quickly, conduct research, and solve problems.
- Professional demeanor.

## ***Librarian I and II***

- Willingness to assume additional duties as needed to carry out the mission of the library, such as participating in media programs, speaking before groups, and conducting formal library programs.

### **SALARY:**

**Librarian I (PR2AN):** The current starting salary is \$40,551 annually for City of Milwaukee residents. The non-resident starting salary is \$39,952 annually. Appointment above the minimum is possible.

**Librarian II (PR2CN):** The current starting salary is \$45,888 annually for City of Milwaukee residents. The non-resident starting salary is \$45,210 annually. Appointment above the minimum is possible.

*The salary is complemented by an excellent benefit package.*

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **October 4, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

**APPLICATIONS** and further information can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling 414.286.3751.

Lib I #13-055—CKS (CN) – 9/11/13 – EEO 209

Lib II #13-106—CKS (CN)